

# Career Opportunity



**Julie A. Robinson**  
Chief Judge  
U.S. District Court

**Trey W. Burton**  
Chief United States  
Probation Officer

**Kansas City Division**  
500 State Ave. (M-35)  
Kansas City, KS 66101

**Topeka Division**  
444 S.E. Quincy St. (375)  
Topeka, KS 66683

**Wichita Division**  
401 N. Market St. (3rd Fl.)  
Wichita, KS 67202

## UNITED STATES PROBATION OFFICE

### District of Kansas

**Position:** Assistant Deputy Chief U.S. Probation Officer  
**Start Date:** January 22, 2018  
**Number of Positions:** One  
**Classification Level:** CL 30-31, depending on experience, salary history and qualifications  
**Salary Range:** \$81,113-\$155,073  
**Location:** Wichita, Kansas City, or Topeka  
**Opening Date:** December 4, 2017  
**Closing Date:** December 15, 2017  
**Vacancy Number:** A17-14

#### POSITION OVERVIEW:

The U.S. Probation Office for the District of Kansas is seeking an Assistant Deputy Chief Probation Officer. The Assistant Deputy Chief Probation Officer is a senior position within the probation office. The incumbent assists the Chief and Deputy Chief Probation Officers in the administration and management of the combined federal probation and pretrial services within the District of Kansas.

The District of Kansas serves 105 counties. The three divisional offices are located in Topeka, Kansas City and Wichita. There are a total of 67 probation office employees within the District of Kansas.

The District of Kansas is an evidence-based organization, meaning that work is approached in a manner that has been empirically researched and proven to have measurable positive outcomes for defendants and offenders. The Assistant Deputy Chief Probation Officer is responsible for embracing and utilizing practices and principles that support the agency as an evidence-based organization. In this regard, the ADCUSPO will be tasked with supporting and monitoring evidence based programs and initiatives in the district.

#### REPRESENTATIVE DUTIES:

The incumbent, in cooperation with the Chief Probation Officer, Deputy Chief Probation Officer and in accordance with the applicable statutes of the United States Code, is accountable to the District Courts of the United States, the Judicial Conference of the United States, the Administrative Office of the U.S. Courts, the U.S. Sentencing Commission, the U.S. Parole Commission, and other such judicial or administrative bodies of the United States in the performance of his or her duties regarding bail investigations, sentencing of criminal defendants, supervision of defendants and convicted offenders, financial operations of the office, and management of personnel, equipment, and documents. The Assistant Deputy Chief Probation Officer participates in the organization and management of the office to insure effective and timely service to the agencies to whom he or she is accountable. The Assistant

Deputy Chief is also authorized and required to act as the Deputy Chief Probation Officer as delegated or as required in the Deputy Chief's absence. Specific duties include, but are not limited to the following:

- Recognizes the importance of evidence-based practices and champions their use in probation and pretrial services.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Assists in the development of policy and procedure.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and positive morale.
- Maintains a thorough knowledge of and the ability to effectively apply statutes, policies, procedures, and administrative practices specific to federal pretrial, presentence, and supervision duties.
- Maintains a working knowledge of the federal judicial system and demonstrate progressively responsible involvement in the following: federal correctional rehabilitation programs and services for adult defendant/offender populations; employee supervision; strategic planning; information technology, personnel management; agency operations; special projects management; and general administrative tasks.
- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court, institutions, parole authorities, and the effective supervision of defendants and offenders.
- Supervises staff, analyzes performance of subordinates, and is closely involved with travel, leave, and scheduling of work hours.
- Provides technical assistance to the Chief Probation Officer, Deputy Chief Probation Officer, Supervisory Probation Officers, Senior Probation Officers, line officers, the Court, and other judicial personnel regarding defendant/offender programs and services.
- Assists in the areas of personnel, space allocation, purchase of services, equipment, and supplies and other budgetary considerations.
- Assists Chief Probation Officer in selection of professional and support staff for appointment and promotion, and in the resolution of personnel actions such as promotions, grievances, disciplinary actions, etc.
- Occasionally performs the duties of subordinate staff.
- Acts as liaison between the District and the Administrative Office as directed by the Chief or Deputy Chief.
- Performs other duties as assigned by the Chief, Deputy Chief or the Court.

**MINIMUM QUALIFICATION REQUIREMENTS:**

CL-30: Three years of specialized experience, including at least one year as a CL-29 probation/pretrial services officer in the U.S. Courts.

C:-31: Three years of specialized experience, including at least one year as a CL-30 probation/pretrial services officer in the U.S. Courts.

Specialized experience includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees;
- The ability to exercise mature judgment; and
- Knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the Probation Office.

**PREFERRED QUALIFICATIONS:**

- An advanced degree from an accredited university relevant to corrections or management.
- Five years of federal probation office experience with a proven track record of technical excellence in investigations and supervision.
- Knowledge and/or experience with evidence-based practices.
- Previous management experience, education, or training such as the Federal Judicial Center’s Leadership Development Program, relevant to probation office operations.
- Demonstrated ability to work effectively in a team environment. Capability of dealing skillfully with others in professional work relationships.
- A service viewpoint recognizing the need for contributions to the local and national systems. Commitment to following the mission, vision, and guiding principles of the U.S. Probation Office and its Charter for Excellence.

**EMPLOYMENT REQUIREMENTS**

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants age 37 or over that have previous federal law enforcement officer experience and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine eligibility. Retirement is mandatory at age 57.

Applicants must be able to meet the medical requirements and perform the essential job functions of a Probation Officer, as detailed at [www.uscourts.gov](http://www.uscourts.gov). Incumbents are subject to on-going random drug screening.

**APPLICATION PROCEDURE:**

Qualified applicants should submit the following to [ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov) :

1. Cover letter describing your leadership style, familiarity with evidence-based practices, and how your particular skills and experience relate to the position.
2. Comprehensive résumé including full educational summary, employment, leadership and management experience.
3. Application for Federal Employment (AO 78) and Supplemental Application Form located on the [Court's website](#). (Not required for current employees of the District of Kansas)
4. A single PDF of all the materials is preferred.

Interviews will be held the first two weeks of January 2018.

**INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. **All applications will be treated confidentially.** Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Applicants must be United States citizens or eligible to work for the United States Government.

\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\*